

APPENDIX F

CHECKLIST OF <u>GENERAL REQUIREMENTS</u> FOR CDBG APPLICATIONS FOR FY2007 PUBLIC FACILITIES PROJECTS

The following is a checklist for CDBG applicants for public facilities projects to make sure that all of the applicable *General Requirements* have been addressed. It is not an outline for the organization or format of an application -- see *Appendix D* for the CDBG Application Instructions and Format. Whenever possible, applicants should address the General Requirements in their response to an appropriate ranking criterion to avoid unnecessary duplication. (See *Appendix G* concerning the *Special Requirements*.)

The left-hand column on the form below must be filled out, as applicable, by local government grant applicants.

Applicants must cite the page reference in their application where the *General Requirements* are addressed in your application.

The two right-hand columns inform applicants where the General Requirements (middle column) are addressed in the Public Facilities Application Guidelines and in the Uniform Application for Montana Public Facility Projects (Fifth Edition, October 2005).

<u>Cite Page Reference in your application</u> -- or indicate that the requirement is <u>Not Applicable</u>	<u>GENERAL REQUIREMENTS</u>	Page Reference in <u>CDBG Public Facility Application Guidelines</u>	Page Reference in <u>Uniform Application for Public Facility Projects</u>
	Completion of the <u>Uniform Application for Montana Public Facility Projects</u>	Introduction (page i), Appendix D (pages D-1 and D-4)	See <i>Uniform Application</i> instructions (1-2, 4-5, 14-30)
	Project Objectives: Show that the project is consistent with <i>CDBG's primary objective</i> .	2, 35 and Appendix B	
	Project Objectives: Describe one <i>national</i> objective and one <i>state</i> objective most appropriate and pertinent to the project.	2, 35, 36 and Appendices B and C	
No Response Required	Project Categories	2-4, 14	
	Eligible Activities	4	
No Response Required	Application Deadlines	4	
No Response Required	Grant ceilings	5	
No Response Required	Distribution of Funds	5 -7	
No Response Required	Eligible Applicants	9-11	

Cite Page Reference in your application -- or indicate that the requirement is <u>Not Applicable</u>	<u>GENERAL REQUIREMENTS</u>	Page Reference in <u>CDBG Public Facility Application Guidelines</u>	Page Reference in <u>Uniform Application for Public Facility Projects</u>
	Applications <i>submitted on behalf of:</i> ~ a <i>non-profit organization (or)</i> ~ a <i>for-profit entity (or)</i> ~ a <i>public agency.</i>	21, 61-62, 67, 78, 82 and Appendix N	
	Number of Applications Permitted per Applicant	11-12	
	Re-application	12	
	Number of Grant Awards Permitted per Jurisdiction	12-13	
	Budget and Budget Rationale: ~ Budget Form, ~ Funding Strategy Narrative and ~ Budget Justification	46, 48, 53-54, 59, 64, 67-69, 77, 81 and Appendix D (D-4 and D-5)	15-23, 33-36, 43-44, 47, 55
	Local Match (or Waiver Request)	59-61	
	Project Management Plan And Project Implementation Schedule	77, 80-81 and Appendix M	
	Resolution to Authorize Application	Appendix O	
	Maps and Site Location Description	Appendix P	46-47, 48-49, 53, 57
	Certifications for Application	Appendix Q	
	Program Income	79, Appendix R	
	Environmental Considerations: Addressing Environmental Issues and Completing the Uniform Environmental Checklist	39, 46, 48, 50, 51, 53, 54, 78, 81-82	46-47, 48-49, 53, 56-60, 61-68
	Displacement	78, 83	
	Acquisition	78, 83	
	Preliminary Engineering Report (PER)	37-39, 44-48	45-55
	Preliminary Architectural Report (PAR)	38, 44	
	Capital Improvements Plan	17-19, 33-34, 57	
	Target Rate Analysis or Gap Analysis	59, 62-65, 66, 64, Appendix I	5, 17, 24
	Coordination with TSEP (Treasure State Endowment Program)	19-20	
	Procurement	83	